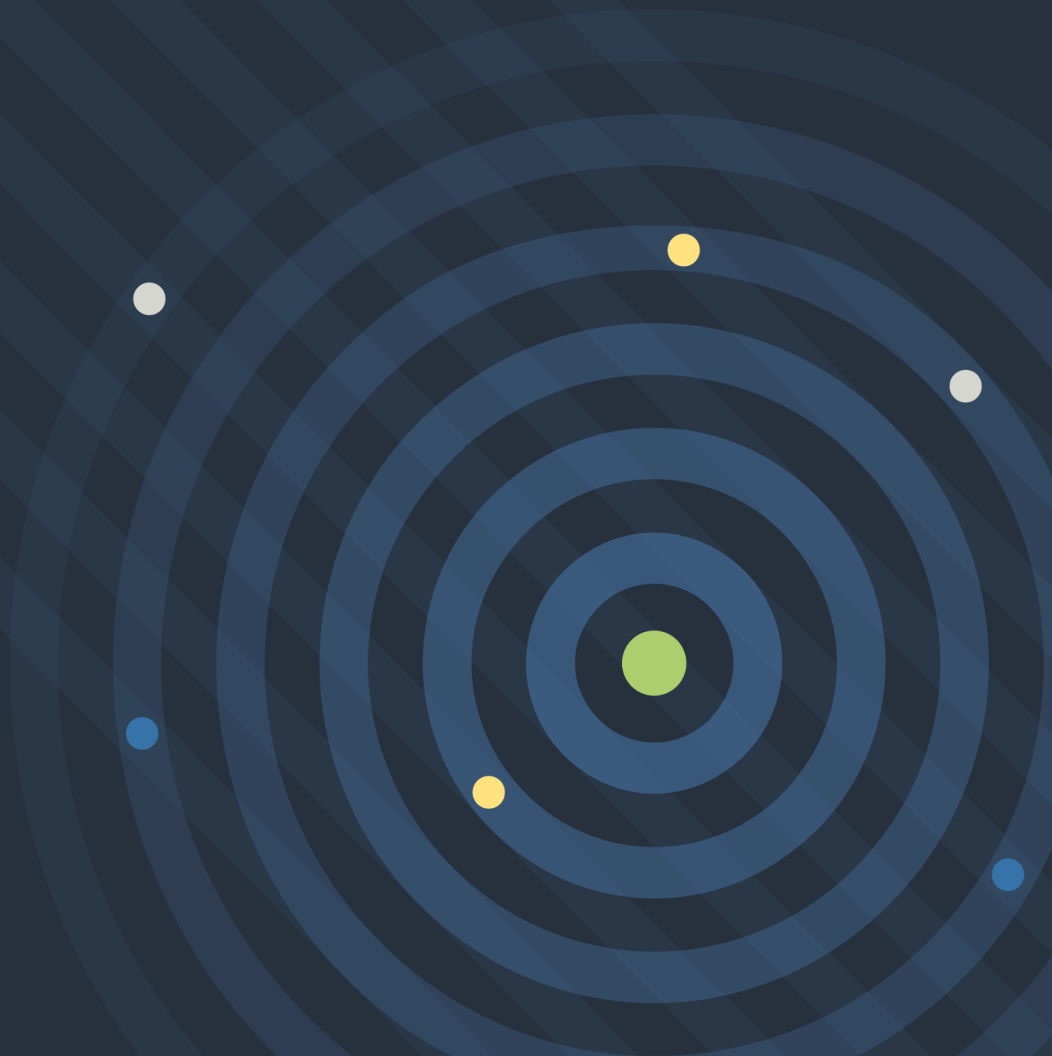




The Queen Elizabeth Trust

Head of Development

Appointment Brief



Introduction

Thank you for your interest in the role of Head of Development.

The Queen Elizabeth Trust is a new, ambitious UK-wide independent charity established to deliver a lasting legacy to the extraordinary life of service of Her late Majesty Queen Elizabeth. The Trust provides funding and support to reimagine, restore, and sustain public spaces that bring people together. Backed by an initial £40 million UK Government endowment, we act as a catalytic funder and enabler, driving further investment and multiplying impact for our grantees and the communities they serve. Operating in an agile, entrepreneurial and innovative way, our team is results driven and impact focused.

The Trust is in its start-up phase. With our strategy in development, you will play a key role in its evolution.

Working closely with the CEO and a small leadership team, the Head of Development will lead fundraising and income generation for the Trust, building a strong pipeline of opportunities, shaping innovative fundraising partnership packages, stewarding high profile donors and supporters and engaging funders to achieve lasting change through high impact community projects across the UK. Combining strategic leadership with hands-on delivery, you will play a pivotal role in creating the Trust's approach, processes and partnerships from the ground up. We are seeking an experienced relationship builder, fundraiser or partnerships expert with a track record in strategic partnerships and major gifts and an understanding of the importance of connecting funding to project delivery.

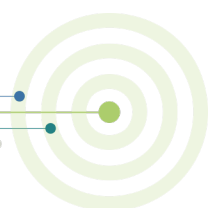
You will bring a strong track record of working at a high level with Trustees, funders and partners and an understanding of how to engage strategic donors for the long term. Equally important is your approach: entrepreneurial, collaborative, target focused and impact-driven, with the ability to thrive in a dynamic start-up environment and move effortlessly between strategy and execution.

We hope you find this appointment brief informative and you are inspired to apply.

We very much look forward to meeting you.

Sir Damon Buffini CVO
Chair

Seb Elsworth MBE
Chief Executive



About Us

The Queen Elizabeth Trust was announced by the UK Government in April 2026 on the centenary of Her Late Majesty's birth, following recommendations from the Queen Elizabeth Memorial Committee, alongside a national memorial in St James's Park and a digital memorial. His Majesty The King serves as Royal Patron and the Trust is currently in pilot phase ahead of a formal national launch in Spring 2027. Guided by the late Queen's belief that "everyone is our neighbour", at the heart of our work is a commitment to the power of people, shared spaces and collective action to build stronger communities.

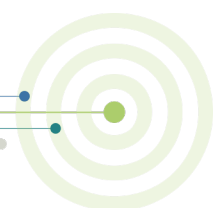
Across the UK, communities face significant challenges that weaken local connections, limit the places people gather, and put pressure on the organisations that sustain them. Through investing in those shared spaces, increasing access to those high-quality, dependable places where people can meet, we expect communities to benefit from:

- **Reduced loneliness and isolation:** Rebuilding social connections, bridging divides across generations and backgrounds, and fostering neighbourhood trust and belonging.
- **Improved health and wellbeing:** Supporting spaces that promote physical and mental health, active participation, and local opportunity for all.
- **More resilient community organisations:** Addressing the financial and organisational fragility facing local assets to ensure long-term operational resilience and viable operating models.
- **Community pride, voice, and leadership:** Ensuring local people value, feel proud of, and have a meaningful voice in shaping and stewarding their much-loved local spaces.

The Trust will act as an active partner, combining funding, influence, networks, and learning to strengthen local assets:

- **Fund & Leverage:** Act as a catalytic funder using our initial endowment, brand, and networks to unlock and mobilise additional public, private, and philanthropic resources.
- **Connect & Strengthen:** Use our influence and convening power to help strengthen community leadership, local organisations, and cross-sector partnerships.
- **Learn & Share:** Generate evidence about what works to continuously improve our practice and share insight across the sector.

As we establish our role within the existing funding ecosystem, we are supporting a small number of projects ahead of our formal national launch in Spring 2027. In September 2026, the Trust announced its first grant: a partnership with Liverpool City Council to support the rejuvenation of Croxteth Country Park. Building on this momentum, we are seeking further pilots across all four nations to refine our approach and test models of collaborative funding.



Our official communications channels and main funding programme will roll out alongside the Spring 2027 launch.

Head of Development - Role Description

The Head of Development will lead the Trust's fundraising and income generation, supporting the development and enhancement of community spaces around the UK.

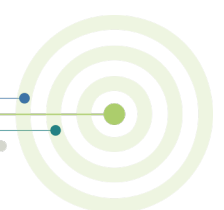
Working closely with the CEO and Board of Trustees, the Head of Development will lead an ambitious fundraising strategy and deliver the Trust's income generation. This will include building relationships with potential funders both independently and with the board and senior management team to secure lead gifts, building on the donor research that has already been undertaken. The role will manage the Trust's reputation with current and prospective donors through establishing a robust due diligence approach and an outstanding stewardship programme alongside a strategic fundraising pipeline.

While the Trust is a grant making foundation, we will use an investment mindset to maximise the value of our funding to provide long term support to organisations, projects and communities. In time the Head of Development may build a small team but initially it is expected that this role will both shape the Trust's strategy and work on the detail of individual fundraising opportunities.

The Trust is a new foundation and therefore the role holder will be expected to have a unique blend of high level strategy and an understanding of the philanthropy marketplace with practical hands-on experience. The postholder will be an experienced fundraiser, entrepreneurial in their approach and able to work independently and with others.

The Trust will be an engaged funder, and will continue to maintain an active relationship with the organisations and projects in our portfolio and where relevant the wider local ecosystem. This will ensure we are both effectively managing risk and continuing to add value, through fundraising for our portfolio projects, providing additional funding where needed, as well as capacity building, connections and brokering. We aim to be known as the best and the most supportive funder and will take a long-term venture philanthropy approach.

In the short term the Head of Development will need to be comfortable taking face to face meetings with high level donors, while simultaneously developing and strengthening the fundraising infrastructure, systems and processes that will support future growth.



Key Responsibilities

The Head of Development will work closely with the CEO and the Board to develop the Trust's income generation approach. This will include:

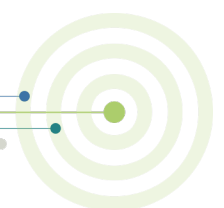
- Working closely with the Head of Community Investment to develop propositions for the key projects the Trust will support
- Supporting the board and CEO with building relationships with key potential donors and funders
- Creating bespoke packages to engage a range of donors
- Establishing a stewardship programme to ensure that potential donors and key stakeholders are kept informed about the Trust's development
- Building links between local and regional initiatives such as a place-based funders with the overall Trust funding approach
- Implementing the Trust's assessment and due diligence process to facilitate effective decision making on donor acceptance
- Working with the Head of Finance to build donor contracts, relevant formal records and develop an income forecast
- Developing the reporting and monitoring framework which will enable the Trust to effectively manage donations and commitments
- Delivering funding commitments with other funders and co-investors on each investment the Trust makes. The Trust recognises the most pressing funding challenges for community organisations and also seeks to fund in such a way as to secure significant leverage from other funders and investors.
- Play an active role as part of the Executive Team, contributing to organisational strategy and acting as a senior ambassador for the Trust

Head of Development - Person Specification

You should be able to demonstrate and provide evidence of the following criteria within your written statement. These will be tested further at each stage of the recruitment process.

The successful candidate will give evidence of the following:

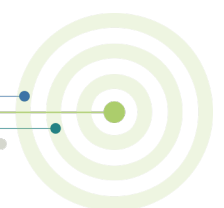
- A track record in achieving major gifts from individuals, companies and high value trusts and foundations to achieve institutional impact, including in a place based context
- Experience in working at the highest levels with Trustees, senior leadership and high profile volunteers to achieve shared fundraising aims. This will include briefing key representatives for donor approaches, relevant research and follow up



- The ability to communicate the aims and impact of an organisation to tell urgent and compelling stories/cases to support fundraising
- The ability to prioritise across multiple demands and within a high profile organisation
- Sufficient technical ability to support yourself administratively and begin simple donor/prospect tracking
- An aptitude for working collaboratively with a range of other funders of community organisations.
- An understanding and an ability to steward complex relationships providing appropriate reports and engagement together with tracking of approaches and prospects. Every proposal and donor communication must align carefully with the Trust and its profile.
- The ability to support forecasting of income and management of pledges and commitments
- Team collaboration working with others both within and outside of the Trust
- Energy and enthusiasm to grow fundraising programme from scratch (some support is currently being provided by an external consultancy)
- Team leadership both in terms of leading a professional function and in leading, managing and empowering team members. (We expect a small team to develop over time.)
- Working in a fast-paced high-profile, high-scrutiny environment.
- Understanding or ability to take advice on fundraising regulations, good practices and tax efficient giving as they apply to the Trust's fundraising.

Approach and style:

- Evidence of being comfortable with working in a small dynamic entrepreneurial team in a high profile, start-up environment, with few processes or procedures already documented. The person in this role will need to be very comfortable with ambiguity, exercising judgement and laying the tracks as we go.
- Low ego, impact focused, results driven, team player.
- Ability to see the big picture but also pragmatic and someone who gets things done. The person in this role will need to both develop the Trust's strategic approach and enact it. You'll need to be comfortable with switching between the two multiple times each day and you'll need to genuinely enjoy doing the work as well as shaping it.
- A strong communicator with the ability to quickly build credible relationships and to represent the Trust and its principals.
- A strong networker with the ability to build rapport and trust

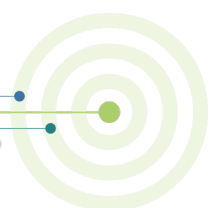


Terms and Conditions

- Full time role with a salary of circa £85K PA
- Pension contribution
- 25 days annual leave plus all the English bank holidays
- All applicants must have and evidence an existing Right to Work in the UK
- The Head of Development will be based at the Foundation's Office in Somerset House, Strand, London WC2R 1LA, for at least two days per week.
- Significant UK wide travel expected.

Timetable

Closing date for all applicants	Sunday 8th November 2026
Informal conversations with David Fielding and Seb Elsworth	w/c 16 th and 23 rd November
First stage panel interview	w/c 7 th December
Informal conversations with key Trustees	w/c 7 th December
Final Panel Interview	w/c 14 th December



How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

www.attenti.co.uk/QETHD

PLEASE NOTE SPECULATIVE APPLICATIONS - CV's SENT WITHOUT A WRITTEN SUPPORTING STATEMENT WILL NOT BE CONSIDERED

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role (maximum 3 pages)
- A supporting statement. This should clearly set out how you meet each of the criteria set out in part one of the person specification. You should provide evidence in your statement and not simply a broad claim to have done it - give us examples and dimensions; tell us what this achieved and how it helped meet your organisations' goals
- Details of two referees, one of whom must be your current or most recent employer and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent

Closing date for applications Sunday 8th November 2026

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you. All applications will be acknowledged. Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Please let us know of any accessibility accommodations you may require.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants at Attenti

Anita Denton on 07725 554 802 - Anita.Denton@attenti.co.uk or
David Fielding on 07810 507 235 - David.Fielding@attenti.co.uk

